

Label-Lite Online Manual

Only 3 steps away of sending your shipments

- Part I Connection
- Part II Create the shipment
- Part III Print the label(s)
- Part IV Data Transmission
- Part V Track & Trace

Tip: add our website to your favorites, always keep your username and password at hand.

Deel I: Aanmelden

<https://services.gls-belgium.com>

Helpdesk Label-Lite Online
 e-tools@glb-belgium.com
 Tel.: +32 2 55 66 223

Deel II: Aanmaken van een zending

You have 2 options to access the screen of encoding
 Click on **Parcel**, **Freight** or **Express**.

Parcel: Parcel Network
Freight: Pallets, freight network

Click on **"New Order"**

Complete your shipment in 3 steps:

Choose a reference for your shipment

Step 1: pickup address

- for a shipment, select the first pickup address shown

Step 2: delivery: the address of your customer.

Step 3: shipping details: **"Quantity"** and **"Weight"** are mandatory fields.

Please note: For a **Pick&Ship** or **Pick&Return** you need to click **New pickup** and fill out the pickup address.

Step 1:

Your **"pickup address"** is automatically displayed, select it and click on **"Next"**.

Step 2:

Enter the delivery address and click on **"Next"** or select an address from your contacts in the **"Alias"** field and click on **"Next"**.

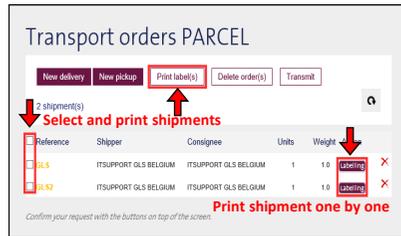
Step 3:

Fill out the number of packages and their weight, Click on add

Click on **"Save"**, **"Save and print"** or **"Save and new order"**.

Please note: Only fill out **"Requested pickup date"** if different from the next working day following the encoding date.

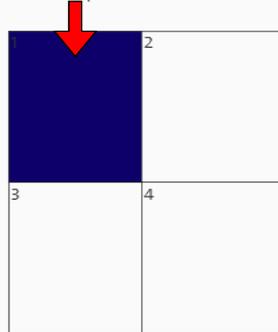
Deel III: Print the label(s)



Step 1 :
Select one or more shipments and click on "Print label(s)".

Confirm

Select the position of the first label



Cancel Print

Please note: For a Pick&Ship or Pick&Return labels won't be printed

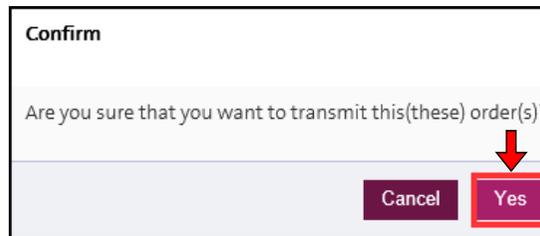


Deel IV: Data transmission

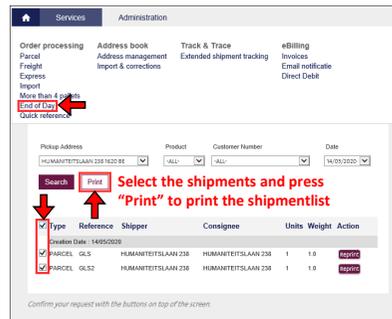


Step 1 :
Select on or more shipments and press "Transmit".

Please note: Once the data is transmitted, you no longer have the option to edit or delete the shipments.



Step 2 : Transport documents are available after the transmission of your shipments. Click on "End of Day", select all your shipments and choose "Print". If necessary you also can reprint your labels here.



Deel V: Track & Trace

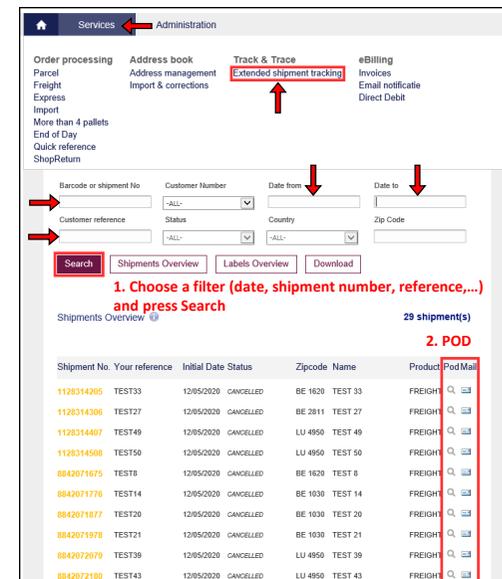
You can check the status of your shipments

Track & Trace

Keep track of your parcels – simply enter the dispatch period to see the delivery status. You can also find out the current parcel status, by entering the shipment number or post code for example.

> Extended shipment tracking

Step 1: Fill out the search criteria and click on "Search".



Step 2 : Through the magnifying glass ("POD") you can view the proof of delivery, it is also possible to obtain this information by mail (see the "Mail" column).